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Abstract

Guidelines fcr advisory ccuncils in centers and counties where Seasonally Emplcyed Agricultural Workers' Prcgrams are cperated are suggested in this document. Cbjectives, membership, meetings, officers, functicns, prcgram develcpment, ccuncil members' purposes, and inservice programs are covered. A constitution and by-laws for advisory ccuncils ccncludes this handbook. A related document is RC 003 812. (SW)

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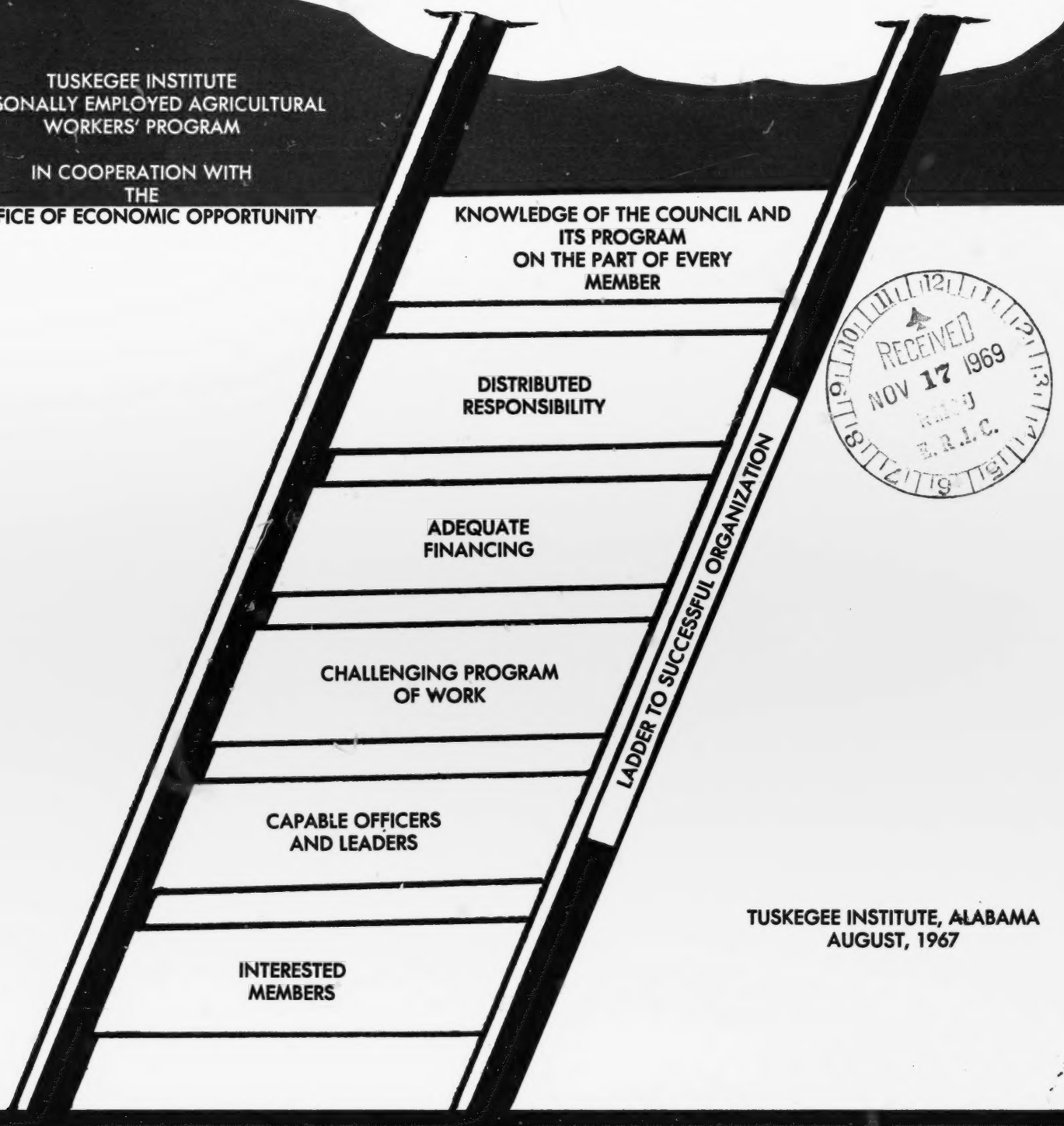
SUCCESSFUL ADVISORY COUNCIL ORGANIZATION

ED033800

TUSKEGEE INSTITUTE
SEASONALLY EMPLOYED AGRICULTURAL WORKERS' PROGRAM

IN COOPERATION WITH
THE
OFFICE OF ECONOMIC OPPORTUNITY


KNOWLEDGE OF THE COUNCIL AND ITS PROGRAM ON THE PART OF EVERY MEMBER
DISTRIBUTED RESPONSIBILITY
ADEQUATE FINANCING
CHALLENGING PROGRAM OF WORK
CAPABLE OFFICERS AND LEADERS
INTERESTED MEMBERS
LADDER TO SUCCESSFUL ORGANIZATION

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GUIDELINES TO SUCCESSFUL ADVISORY COUNCIL ORGANIZATION

A HANDBOOK FOR ADVISORY COUNCILS MEMBERS

GUIDELINES FOR ADVISORY COUNCIL MEMBERS

Grady W. Taylor, Director

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GUIDELINES FOR ADVISORY COUNCILS

Social evaluation in this country during the past two decades has made it increasingly evident that the needs of individuals cannot be met satisfactorily unless there is coordination of effort among people of the community and among the agencies endeavoring to give aid through various programs. In each community there are many private and public agencies which concern themselves with the welfare of individuals and families. Usually each agency has its own area of activity, the kinds of cases it will aid, and the type of aid it will give. The advisory coordinating council should be developed as a mechanism for coordinating, planning and developing action programs through consolidation of individual, family and community efforts.

Advisory Councils should be organized in each center and county where the Seasonally Employed Agricultural Workers' Program is operated. In addition to this, a Regional Advisory Council should be organized with representatives from all counties.

The council members should be selected so as to be representative of all segments of the community and county. The following characteristics should be considered:

1. Geographical representation from all sections of the community and county.
2. Representatives of various economic levels.
3. Owners, tenants, laborers, professional and established indigenous leaders.
4. Involvement of men and women.
5. Inclusion of participating and nonparticipating persons on council.
6. Consideration of levels of education and age.

The council members should be chosen with the above characteristics in mind. Effort should be made to secure civic-minded persons who are interested in improving the education, social and economic conditions of all people.

The organization of the council should be kept simple. A chairman, vice chairman and secretary should be selected for each center, each county unit and the over-all Advisory Council. However, if the growth of the organization or conditions indicate the need for more officers, they may be elected. These officers should serve as a nucleus for the executive committee. The term of office should be one year. However, an officer could be re-elected as many times as the organization desired his leadership and he was willing to serve.

OBJECTIVES OF THE LOCAL, COUNTY AND OVERALL GROUPS:

1. To coordinate on a voluntary basis the activities of all trainees and others (church, school, home, community clubs, etc.) interested in the welfare of all the people, but especially the poverty-stricken.

2. To provide an organization whereby the combined resources and experiences of all local agencies and individuals will be brought to bear on the problems of individuals and groups in the communities.

3. To give advice on the operation of the total program and serve as an entry into the various communities and counties.

4. To promote the interest of the citizens in the economic, social, cultural and physical welfare of young and old in the community.

5. To awaken the community to its responsibility for the prevention of juvenile delinquency and poverty-stricken families.

6. To make suggestions on how to tackle the problems in different communities.

7. To help evaluate the program and make continuous recommendations relative to the most feasible line of action.

MEMBERSHIP

1. The Advisory Council should be composed of all segments of the community.

2. The organization will not restrict itself to any definite number but will lend itself to those members who can profit from or contribute to the improvement of the council and its program.

3. A member of the Advisory Council should be one who is willing to participate in the program; one who might possibly serve as a leader; one who would work to further the purpose of the program.

4. Membership on the Regional SEAW Advisory Council should be composed of a representative number of elected persons from the County Advisory Councils and other interested persons.

MEETINGS

1. Local - The local Advisory Council should meet at least once a month or as often as deemed necessary.

2. County - The county Advisory Council should meet at least every two months or as often as deemed necessary.

3. Regional - The regional Advisory Council should meet at least twice per year or as often as deemed necessary.

OFFICERS OF THE LOCAL, COUNTY AND REGIONAL ADVISORY COUNCILS

At the organizational meeting there should be elected a chairman, co-chairman and secretary. If the council desires, other officers may be elected. County agents, principals, and other professional persons might serve as advisors and should not serve as officers on the local level, where as, they might serve as officers on the county and regional program levels. Leadership qualifications should be set as a goal for every member to reach in that some day he might have the opportunity to become a leader in his respective community. All officers (local, county and regional) should engage in a program of leadership development through participation in workshops, seminars and conferences.

SPECIFIC FUNCTION OF THE LOCAL, COUNTY AND REGIONAL ADVISORY COUNCILS

The Advisory Council should assist with the forumlation of a program necessary to achieve the objectives of better living, and the growth and development of people so that they can analyze and strive to solve their problems. This may be done by:

1. Giving advice on the operation of the total program and serving as an entry into the community, finding and anticipating the kinds of educational and economic programs needed for implementation.

2. Helping staff personnel to select training locations, recommending trainees, custodians, community and teacher aides, and teachers when available.

3. Helping the SEAW staff to determine and understand the problems and resources of the community.

4. Assuming leadership in obtaining good will and support from selected individuals in solving problems and otherwise, helping to enhance the total program, as well as encouraging participants to follow through with their plans for future improvements.

5. Helping the SEAW staff in planning activities and evaluating the program on both the county and community levels.

6. Encouraging trainees to obtain maximum benefits from the instruction and counselling phase of the program as well as motivating them to take active part in other worthy activities in the communities.

7. Recommending, initiating, promoting and executing projects and activities that will be beneficial to the community and the poverty-stricken.

8. Providing a link between the SEAW staff, the local power structure, community leaders, participants and potential participants.

PROGRAM DEVELOPMENT OF LOCAL, COUNTY AND REGIONAL ADVISORY COUNCILS

An effective program is based on the situations, problems, needs and expressed interests and desires of the trainees and others in the community and county.

Solutions to many individual family problems may be resolved through group action. Such problems are found in farming, community sanitation, the building of a recreational center for the community, organizing coops, and working with and encouraging public officials and civic minded individuals to bring industry into the area.

WHAT COUNCIL MEMBERS SHOULD DO

1. Keep community people, SEAW participants and other interested groups or persons informed of the Advisory Council Program.

2. Encourage informed citizens to participate in programs initiated by the council and programs of other agencies and groups.

3. Keep the council informed on problems that have been identified in his community.

4. Assist trainees and others in follow-through with plans already developed and additional plans that might be initiated for the benefit of the participants and the community.

5. Keep SEAW staff and other agencies informed on the needs and interest of the community.

IN-SERVICE PROGRAM FOR LOCAL, COUNTY AND REGIONAL ADVISORY COUNCILS

In-service training is a learning experience, the organization of which should be governed by the principles of learning. Too frequently these principles are violated. An in-service program which will provide executive members with practicalities of meetings, parliamentary procedures, ability to record proceedings of meetings, etc., is vital for the success of the Advisory Councils.

Upon election to a particular office, these persons will immediately receive this type training, after which, they will preside at succeeding meetings and carry out other functions of their office. The following is a list of principles which might govern the in-service training program.

1. The chairman and his staff should assume the major responsibility for organizing and facilitating the in-service program.

2. The chairman should show interest in the program and participate in it to the fullest extent that his other duties will permit.

3. The program should start with the problems which the entire Advisory Council considers important and of concern to it.

4. The program should begin at a point consistant with the council's degree of training.

5. The program should attempt to find out and build on the interest of all the members in the community.

6. Trainees should consider desirable as well as undesirable practices and activities now being carried on in the school.

7. The program should provide for the continuous growth of all concerned teachers, teacher aides, council members, trainees and other members in the community.

SUMMARY

Poverty, illiteracy, and joblessness in the wealthiest nation on earth need no longer be tolerated. We must think in new ways about the meaning of work, the problem of income security, and the right to a decent standard of living.

The task of creating a better quality of life for all will provide work for many years to come. There will be need to utilize the fullest ability of the individual and groups, and the inventiveness of all our population.

Constitution and By Laws

for

Advisory Councils

Article I — Name

The name of this organization shall be the OEO-SEAW Advisory Council.

Article II — Purpose

The purpose of this organization shall be:

1. To coordinate the activities of all individuals and groups such as churches, schools, homes, clubs, etc. endeavoring to serve the community.

2. To promote the interest of the citizens in the moral, social and physical welfare of young and old alike in the various communities.

3. To make suggestion as to how to tackle the problems in different communities.

4. To give advice on the operation of the total program and serve as an entry into the community, finding and anticipating the kinds of educational and economic programs needed for implementation.

5. To help the staff personnel to select training locations, recommending trainees, custodians, community and teacher aides.

Article III — Membership

Membership in the advisory council shall be opened to persons engaged in the SEAW Program and related programs and to those interested in advancing the purpose of the organization.

Article IV — Officers

The officers of the advisory council shall be chairman, vice-chairman, secretary, treasurer, reporter and other officers if desirable.

Article V — Executive Committee

The executive committee of each advisory council shall consist of all executive officers (chairman, vice-chairman, secretary, treasurer and reporter) and three or more persons appointed by the chairman.

Article VI — Committee

Committees shall be appointed by the chairman as the need arises.

Article VII — Meetings

Section 1 - The advisory council on the local level shall hold at least one meeting per month.

Section 2 - The advisory council at the county level shall meet at least once every two months.

Section 3 - The regional advisory council shall meet at least once per quarter.

Section 4 - A quorum for conducting business shall consist of eight active members.

Article VIII — Term of Office

Officers shall be elected for a one year term. However, they will be eligible for re-election at any annual election.

Article IX — Duties of Officers

Chairman

1. Prepare the agenda for the meeting
2. See that meetings are publicized
3. Make last-day checks on arrangements
4. Call the meeting to order promptly
5. Proceed to the business of the meeting
    a. Make preliminary announcements and welcome guests

b. Have the secretary call the roll (if rolls are kept)

c. Have minutes of last meeting read (and approved or amended)

d. Call for committee reports

e. Call for unfinished business

f. Call for new business

6. Introduce the feature of the program

7. Thank those who contributed to the program

8. Announce coming attraction

9. Adjourn (on time)

Vice Chairman

The vice chairman will preside in the absence of the chairman or at times when the chairman so desires. In such instances, meetings shall be conducted as described in the Duties of the Chairman.

Secretary

The secretary shall:

1. Keep an accurate record of attendance and minutes of all meetings; make notes during the meeting and write them up in minutes in a Secretary Record Book while details are fresh in memory.

2. Keep copies of all committee reports.

3. Perform all written correspondences of the organization.

Treasurer

1. Keep an accurate record of all financial matters - money received and expended.

2. Make regular reports to group, usually at monthly meetings, and at executive committee meetings.

3. Advise other officers and members on needs and plans for raising money.

Reporter

1. Keep members and community informed on what the group is doing.
2. Become personally acquainted with newspaper editors in the various areas.
3. Prepare exhibits, displays, etc.

AMENDMENTS

Amendments to the constitution may be made by a 2/3 vote of those present at any business meeting. Proposed amendments must be submitted to the membership by mail at least 30 days before the meeting at which the amendment is to be acted upon, or submitted at least one meeting before the amendment is to be acted upon. The proposed amendment shall be made clear to all members before a vote is taken; all amendments shall become effective immediately upon acceptance by the membership.